

ILLEGIB

CIA RECORDS MANAGEMENT BOARD

23 January 1970

MEMORANDUM FOR: Members of Records Management Board


SUBJECT : Proposed Federal Regulation on Microfilming

1. Attached for your information is an off-the-record copy of the first draft (12/31/68) of the proposed Federal Regulation on Microfilming. Also attached are two pages of comments by Mr. Gear of GSA. The GSA authorities have informed us they expect their coordination requirements to take a few more months before we can expect this to be published.

2. This copy is provided only to indicate the eventual direction we can expect National Archives and Records Service to recommend as Federal Policy. The influence it will have upon Agency procedures for the components may be seen in Sections 101-11.503, 504 and 505-8 (pages 2, 3, and 6). The Agency Archives and Records Center will be guided by section 101-11.505, 506, and 507. The Agency's Central Records Staff will continue to monitor the entire proposal.

3. The development and issuance of any Agency policy and instructions for microfilming procedures will follow upon the requirements and facilities provided by Agency Management. At present the DDS has requested you members to provide some recommendations with specifics as to the Agency's next action for microfilm policies and procedures. At our next meeting, on Tuesday, 27 January, I will appreciate receiving your suggestions as to the Board's method of approach and time frame for responding to this requirement.

STATINTL


Chairman
Records Management Board

Attachment:
As stated